



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
10 Park Place, Suite 200, Atlanta, Georgia 30303
(404) 656-5957

Sonny Perdue
GOVERNOR

Holly A. Robinson, Ed.D.
COMMISSIONER

Memorandum

DATE: March 15, 2010

TO: Child Care Programs

FROM: Kay Hellwig, Director, Child Care Services

RE: Update to the Criminal Record Check Process

As of January 1, 2008, Child Care Learning Center **directors**, Group Day Care Home **directors** and Family Day Care Home **owners/providers** must register with Cogent Systems, Inc. for **fingerprint processing** for a national criminal record background check. Register on line at www.ga.cogentid.com or call 1-888-439-2512. Applicants must also submit a notarized criminal records check application to Bright from the Start.

Employees of a Child Care Learning Center or a Group Day Care Home and **employees/household members** of a Family Day Care Home must undergo a state (local) criminal record background check. The criminal record background check must be obtained through local law enforcement agencies only and must be processed under **Purpose Code "W"**.

The criminal record background check (from local law enforcement agencies) of all **employees** of a Child Care Learning Center or a Group Day Care Home and **employees/household members** of a Family Day Care Home must be kept in the employee's/household member's file at all times and available for inspection upon request of a consultant.

The satisfactory criminal record background check letter issued by Bright from the Start to the **director** of a Child Care Learning Center, the **director** of a Group Day Care Home and the **owner/provider** of a Family Day Care Home must be kept in the **director's/owner's/provider's** file at all times and available for inspection upon request of a consultant.